

Date: January 29, 2004

To: Records Management Community

From: Susan L. Frey /s/  
Departmental Records Officer

Subject: RM Numbered Memo 2004-01: NARA's RACO 2004, Nominations for Archivist Achievement Award in Records Management

Please see the NARA memorandum below regarding the nominations for the Archivist Achievement Award in Records Management that will be awarded at this year's RACO conference. This award recognizes outstanding records management programs or activities. Please consider nominating your program or activity. Completed applications should be submitted to me for review by March 10, 2004; we will forward them to NARA.

-----Original Message-----

From: RM Communications [<mailto:RM.Communications@nara.gov>]

Sent: Friday, January 23, 2004 8:43 AM

To: Evelin, Sharon; Frey, Susan

Subject: NWM 08 2004 RACO 2004, Nominations for Archivist Achievement Award in Records Management

January 23, 2004

NWM 08 2004

MEMORANDUM TO FEDERAL AGENCY CONTACTS: RACO 2004, Nominations for Archivist Achievement Award in Records Management

I am pleased to announce that the National Archives and Records Administration (NARA) will present an Archivist's Achievement Award in Records Management at our annual records administration conference, RACO 2004, on Tuesday, May 11, at the International Trade Center-Ronald Reagan Building, in Washington, DC.

The Archivist's Achievement Award will recognize outstanding records management programs or activities in a Federal agency. The awards will provide a way for agencies to learn more about noteworthy records activities going on across the Federal government and illustrate model programs for others to emulate.

To assist NARA in identifying noteworthy nominees, please submit nominations that you think represent outstanding records management activities. Award selections are made based on evaluations of the nominations received by NARA. You may nominate any Federal entity deserving of special recognition, including your own agency.

Please submit your nomination directly to NARA and provide the name of the agency and/or program being nominated; an agency contact; a brief description of the agency's achievement in

records management; documentation that supports your nomination; and your name, telephone number, address, and email address.

We must receive all required information no later than March 15, and it may be submitted by mail, fax, or email to Susan Cummings, National Archives and Records Administration, Modern Records Programs, NWM, Room 2100, 8601 Adelphi Road, College Park, MD 20740. Fax: 301-837-3697. Email: [susan.cummings@nara.gov](mailto:susan.cummings@nara.gov).

If you have any questions or need additional information, please contact Susan Cummings at 301-837-1636 or by email.

Additional information about RACO 2004, including conference registration information, is available at the NARA web site at [http://www.archives.gov/records\\_management/training/raco2004.html](http://www.archives.gov/records_management/training/raco2004.html). We will periodically update this site, as more information becomes available.

I look forward to seeing you at RACO 2004.

HOWARD P. LOWELL  
Director  
Modern Records Programs